



Bank Enterprise Award Program (BEA Program)

FY 2015 Supplemental Guidance and Frequently Asked Questions

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The following supplemental guidance provides additional information on specific types of Qualified Activities eligible for the CDFI Fund's Bank Enterprise Award Program (BEA Program) and the treatment of certain transactions. Any information provided should be considered in conjunction with the regulations governing the BEA Program, which can be found at 12 CFR Part 1806 (Interim Rule), FY 2015 Notice of Funding Availability (NOFA), and the FY 2015 BEA Program Application. The guidance is organized alphabetically by subject.

SUPPLEMENTAL GUIDANCE

ACTUAL AWARD AMOUNT

The CDFI Fund will determine the eligibility of each transaction an Applicant has submitted for consideration in its FY 2015 BEA Program Application. Based upon this review, the CDFI Fund will calculate the Actual Award Amount for which the Applicant is eligible. The CDFI Fund will determine Actual Award Amounts based upon the availability of funds, increase in Qualified Activities from the Baseline to the Assessment Period, and the priority ranking of an Applicant. If an Applicant receives an Award for Qualified Activities in more than one category, the CDFI Fund will combine the Award amounts into a single BEA Program award.

Baseline Period Activities

Applicants are not required to submit documentation for Baseline Period Activities. Applicants are required to certify that Baseline Period Qualified Activities are located in a BEA Qualified Distressed Community and are eligible transactions as defined under the BEA Interim Rule and FY 2015 NOFA. Please see the FY 2015 Updates section on page 3 of the FY 2015 BEA Program Application for instructions on the appropriate eligibility data to use when determining Baseline Period amounts.

Generally, if the amount of Qualified Activities that occurred during the Baseline Period is negative in a specific category or results in a decrease in activities from the Baseline Period to the Assessment Period, there is no need to report the activities. The only exception to this rule is with Deposit Liabilities, a Qualified Activity in the Service Activities Category. To determine the amount of Qualified Activities that occurred during the Baseline Period for Deposit Liabilities, calculate the net change in the amount of eligible Deposit Liabilities within the Baseline Period and within the Assessment Period. If the net change within the Baseline Period or Assessment Period is a negative dollar amount, then a negative dollar amount may be recorded. Do not report each individual depositor.

Certificates of Deposits

1. Materially Below Market Rates for CDFI Deposits: Insured Certificates of Deposit (CD) placed by an Applicant in a CDFI that is a bank, thrift, or credit union must earn a rate of interest that is considered by the CDFI Fund to be Materially Below Market. A Materially

Below Market interest rate is an annual rate that does not exceed 100 percent of the rate on a U.S. Treasury bill of comparable maturity as of the date the deposit is placed. For example, for a three-year CD, use the three-year rate posted for U.S. Government Securities, Treasury Constant Maturity on the Federal Reserve website at www.treas.gov/offices/domestic-finance/debt-management/interest-rate/yield.shtml. If, at the time the CD is placed, the posted three-year rate is from the previous day, Applicants should use the posted rate. Applicants must print the rate from the website for the date a CD is placed. This sheet should be submitted with the Application as supporting documentation. If a variable interest rate is used, the CD must also have an interest rate that is Materially Below Market.

2. Certificate of Deposit network or service: A CD placed by an Applicant directly with a CDFI Partner that participates in a deposit network or service may be treated as eligible under the FY 2015 NOFA, if it otherwise meets the criteria for deposits in 1806.103(r) and the CDFI Partner retains the full amount of the initial CD through a deposit network exchange transaction. An Applicant will not receive a BEA Program award for a CD network or service unless the CDFI Partner is specifically named as a network member to the original transaction in the deposit placement agreement. A BEA Program Applicant will only receive credit for its respective share of the CD network or service provided to the CDFI Partner.

CDFI Partners

An eligible CDFI Partner is an entity that has been certified as a CDFI as of the end of the Assessment Period and is Integrally Involved in a Distressed Community. CDFI Partners are not required to submit Statements of Integral Involvement with their BEA Signature Page or BEA Distressed Community map(s), if applicable. Applicants will be required to certify that all CDFI Partners meet the definition of Integrally Involved as stated in the applicable NOFA. Applicants are encouraged to have CDFI Partners complete the Statement of Integral Involvement for their records, but they are not required to submit the form with their application.

If an Applicant's CDFI Partner has not submitted the required BEA Signature Page or BEA Distressed Community map(s), the Applicant will not be notified of the missing documentation.

During the application question and support period as outlined in the applicable NOFA, the CDFI Fund will confirm receipt of the required CDFI Partner documentation. Applicants may send an e-mail with a list of their CDFI Partners to cdfihelp@cdfi.treas.gov. All responses will be sent via e-mail.

Compliance and Reporting Requirement

All BEA Program Award Recipients are required to use an amount equal to their BEA Program award for BEA Qualified Activities. Applicants that receive BEA Program awards over \$50,000 will be subject to compliance and reporting requirements. Applicants that receive BEA Program awards of \$50,000 or less will be subject to compliance requirements but not reporting requirements. Compliance and reporting requirements will be included as terms and conditions of the Award Agreement and made contingent to receipt of the award. Reports are due 90 days from the end of the Performance Period, as specified in the Award Recipient's Award Agreement.

Community Services

Community Services must meet each of the following criteria:

1. Promote community development through:
 - Provision of technical assistance and consulting services to Eligible Residents in managing their personal finances through consumer education programs;
 - Provision of technical assistance and consulting services to newly formed businesses located in the Distressed Community;
 - Provision of technical assistance or servicing the loans of Low- and Moderate-Income homeowners or homeowners located in the Distressed Community; or
 - Other similar services provided to Low-and Moderate-Income individuals in a Distressed Community or enterprises located in a Distressed Community deemed appropriate by the CDFI Fund;
2. Enhance: (1) access to capital in the form of lending or investment; (2) access to financial services; or (3) organizational capacity or expertise of entities located in a Distressed Community (e.g., small business counseling);
3. Create a direct benefit to Eligible Residents of Distressed Communities or entities located in a Distressed Community (e.g., business or non-profit organizations located in or serving a Distressed Community); and
4. Be provided directly by a bank employee acting as a representative of the bank (i.e., the activity must be undertaken by a bank employee) and the service provided must utilize the financial, banking, or business expertise of the employee.

Applicants should report Community Services based on the administrative costs of providing such services. For staff time, use the number of hours contributed times the hourly rate of the staff member. For other administrative costs (e.g., such as printing costs for informational materials), Applicants should report the actual cost. In reporting the cost of Community Services, the Applicant should certify that the reported items are an accurate reflection of the actual costs incurred in delivering the service.

Distressed Community Determination

Applicants should use the CDFI Fund's Information and Mapping System (CIMS3) to geocode transactions and determine if they are located in BEA Qualified Distressed Community. Additional instructions for using CIMS3 to determine a BEA Qualified Distressed Community can be found on the BEA page of the CDFI Fund's website at: www.cdfifund.gov/bea. Applicants are also strongly encouraged to read the FY 2015 BEA NOFA and FY 2015 BEA Program Application for additional information on BEA Qualified Distressed Community criteria for CDFI Partners and Applicants.

Double Funding

A BEA Applicant may not submit as Qualified Activities any transactions funded with award proceeds from another CDFI Fund program. For example:

- JKL Bank is an insured depository institution and a certified CDFI with a Target Market consisting of a single neighborhood on the Southside of Chicago. It received a CDFI Program award from the CDFI Fund in September 2011. In November 2011, JKL Bank entered into an Assistance Agreement with the CDFI Fund. Shortly thereafter, the CDFI Fund disbursed the CDFI Program award to JKL Bank. The

CDFI Program Assistance Agreement covers the period from January 1, 2012 through December 31, 2014. The three-year Comprehensive Business Plan submitted by JKL Bank as part of its CDFI Program Application states that JKL Bank will use its CDFI Program award to provide small business loans to its Target Market. JKL Bank's Target Market also happens to have some census tracts that are a BEA Qualified Distressed Community. Any small business loans JKL Bank made in the BEA Qualified Distressed Community with the CDFI Program award proceeds should not be submitted as BEA Program Qualified Activities because they are the same activities for which JKL Bank received a CDFI Program award.

- On September 30, 2011, PDQ Bank, an insured depository institution and a certified CDFI, received a CDFI Program award. In November 2011, PDQ Bank entered into an Assistance Agreement with the CDFI Fund. Shortly thereafter, the CDFI Fund disbursed the CDFI Program award to PDQ Bank. The CDFI Program Assistance Agreement covers the period from January 1, 2012 through December 31, 2014. The Comprehensive Business Plan submitted by PDQ Bank as part of its CDFI Program Application states that PDQ Bank will use its CDFI Program award to increase its home mortgage lending in its Investment Area. PDQ Bank's Investment Area also happens to have some census tracts that are a BEA Qualified Distressed Community. At the end of 2012, PDQ Bank found that in addition to increasing its home mortgage lending it had also increased its small business lending in the Investment Area and in the census tracts that are a BEA Qualified Distressed Community. PDQ Bank decided to seek a BEA Program award for the increase in small business lending in the BEA Qualified Distressed Community. The Comprehensive Business Plan submitted to the CDFI Fund did not discuss the bank using its CDFI Program award to provide small business loans. PDQ Bank is eligible to receive a BEA Program award based on the increase in small business loans because they are different than the activities for which PDQ Bank received the CDFI Program award.

Equity-Like Loans

For purposes of the FY 2015 NOFA, Equity-Like Loans must have been provided by the Applicant or Subsidiary to a CDFI Partner and meet the following characteristics:

1. At the end of the initial term, the loan must have a definite rolling maturity date that is automatically extended on an annual basis if the borrower continues to be financially sound and carrying out a community development mission – unless the borrower and the bank mutually agree to terminate the agreement;
2. Periodic payments of interest and/or principal may only be made out of the CDFI borrower's available cash flow after satisfying all other obligations;
3. Failure to pay principal or interest (except at maturity) will not automatically result in a default under the loan agreement; and
4. The loan must be subordinated to all other debt except for other Equity-Like Loans.

Notwithstanding the foregoing, the CDFI Fund reserves the right to determine, on a case-by-case basis, whether a loan meets the aforementioned Equity-Like Loan characteristics.

Individual Development Accounts (IDAs)

For both the Baseline Period and the Assessment Period, an Applicant may derive the total percentage of Low-and Moderate-Income individuals who are IDA account holders by: (1) providing a certification that such customers are Low-and Moderate-Income individuals and providing a brief analytical narrative with information describing how the Applicant determined that such customers were Low-and Moderate-Income individuals; or (2) provide a certification and brief analytical narrative that IDAs established for Project Participants by financial institutions, as published in Program Announcement OCS-2000-04 ("IDA Program Announcement") in the Federal Register (64 FR 69824) in Part II (G)(3) of the IDA Program Announcement, benefit Low-and Moderate Income individuals based on the requirements of the IDA Program.

In-kind contributions

In-kind contributions to CDFIs (such as donation of equipment or office space) are not considered Qualified Activities and should not be reported.

Letters of Credit

Instruments issued by an Applicant guaranteeing payment of a borrower's debt obligation (direct-pay letters of credit, stand-by letters of credit, revolving letters of credit, etc.) are not considered Qualified Activities and should not be reported.

Participation Loans

A participation loan is a loan that is made jointly by two or more lenders to a borrower. Some participation loans involve a promissory note that references all of the lenders to the transaction with each independently disbursing loan proceeds to the borrower. However, the most common form of participation loan involves one of the lenders serving as a "lead lender" or "agent" for the group. In this case, the borrower signs the note to the order of the lead lender, solely. The lead lender then disburses all loan proceeds and the borrower makes payments of principal and/or interest solely to the lead lender. The other "participating lenders" usually sign a "participation agreement" that outlines their agreement to fund a portion of the loan issued by the lead lender, their respective rights to loan proceeds, and the obligations of all parties to the transaction. The lead lender and all of the participating lenders generally sign this agreement. It is important to note that the disbursement of funds to the lead lender or agent to fund loans to third parties by one or more participating lenders (i.e., a loan pool) to the lead lender or agent is not considered a Qualified Activity.

A participation loan is treated as any other loan under the BEA Program. As such, it may qualify as either a CDFI Support Activity or a Distressed Community Financing Activity. In order for a participation loan to be considered a CDFI Support Activity, the borrower must be a CDFI that is Integrally Involved in a BEA Qualified Distressed Community and the monies drawn must be used to support the CDFI's activities. If the CDFI Partner is participating in, or otherwise facilitating, the loan transaction -- but is not the actual borrower -- the transaction will not be considered a CDFI Support Activity. In order for a participation loan to be considered a Distressed Community Financing Activity, the borrower or activity financed must be located in a BEA Qualified Distressed Community.

As with other loans, in order for a participation loan to be a Qualified Activity under the BEA Program, the loan must be closed and an initial disbursement made during the applicable Assessment Period. Thus, all parties to the transaction must sign and execute the loan documents within the Assessment Period specified in the FY 2015 BEA NOFA. If the transaction involves a participation agreement between two or more lenders, the agreement may be signed prior to or during the Assessment Period provided that the note or loan agreement is signed within the Assessment Period. A BEA Program Applicant will not receive a BEA Program award for a participation loan unless it is specifically named as a lender or party to the original transaction on the note or the participation agreement. An Applicant will only receive credit for their share of the participation loan. Accordingly, an Applicant will not receive credit for purchasing a participation in a loan after the loan's origination.

Participation agreements between lenders may be in effect for multiple years, involve multiple loan agreements or notes, or involve multiyear disbursements of a single loan. While a participation agreement among lenders may be executed prior to an applicable Assessment Period, a BEA Program Applicant can only receive an award for a loan funding a particular Qualified Activity closed during the Assessment Period. Thus, a transaction involving the disbursement of a loan closed prior to the beginning of or after the end of the applicable Assessment Period is not considered a Qualified Activity.

In some cases, a group of lenders may choose to renew or extend the term of a participation loan that is expected to expire during an applicable Assessment Period. As is the case with all renewed loans under the BEA Program, in the case of a loan that matures, is fully paid and is then renewed during the Assessment Period, the Applicant will be ineligible to receive the full value of its share of the principal amount of the renewed participation loan. However, in the case of a participation loan that is not set to expire during the Assessment Period but is refinanced, the BEA Program Applicant will be eligible to receive only the value of its share of any increase in the principal amount of the refinanced loan.

Renewals

Loans renewed during the Baseline Period or the Assessment Period are not considered Qualified Activities and should not be reported. However, Certificates of Deposit to CDFI Partners renewed after the previous three-year term has expired during the applicable Assessment Period are a Qualified Activity if they meet the requirements specified in the FY 2015 BEA NOFA. Applicants will need to provide documentation indicating the first issuance date and renewal date of the Certificate of Deposit.

Refinancings

Refinancing of loans (including fixed rate and adjustable rate mortgages) may be valued only at the amount of increase to the principal amount of the loan (i.e., the new credit available). For example, if an Applicant originally financed a loan for \$100,000 and the borrower subsequently wanted to refinance the loan and increase the amount borrowed to \$125,000, the Applicant can only claim the increase in the principal amount of \$25,000. Supporting documentation must be provided to demonstrate the increase in principal amount, in order to meet the Qualified Activity requirement specified in the FY 2015 BEA NOFA. Transactions that do not clearly demonstrate the increase in principal amount may be disqualified entirely.

Technical Assistance

Technical assistance provided by an Applicant to a CDFI must be reported based on the administrative cost of providing the services. For staff time, report the number of hours contributed times the hourly rate of the staff member. For other administrative costs (such as printing costs for informational materials), report the actual cost. An Applicant should submit an itemized list of costs that it is seeking to be considered as a Qualified Activity. In reporting the cost of technical assistance activities, the Applicant should certify that the reported items are an accurate reflection of the actual costs incurred in delivering the service.

Technical Assistance or IDA Match Contributions

An Applicant should report financial literacy training or other types of technical assistance provided to Electronic Transfer Account (ETA) or Individual Development Account (IDA) holders as Community Services in the Services Activity Category. An Applicant should also report funds provided to match IDAs, either directly or through a non-profit entity, as Community Services in the Services Activities Category.

INSTRUCTIONS FOR MYCDFIFUND REGISTRATION AND CDFI PARTNERS

OVERVIEW

The CDFI Fund's internet-based interface is myCDFIFund. All Applicants and CDFI Partners are required to register User and Organization accounts in myCDFIFund and submit a BEA Signature Page through their myCDFIFund account.

CDFI Partners that are the recipient of CDFI Support Activities (e.g., loans, deposits/shares, or technical assistance) from BEA Applicants are also required to associate a Distressed Community map created in CIMS3 with their BEA Signature Page.

An Applicant seeking an Award for CDFI Related Activities will identify the CDFI Partner by listing its full legal name on *Worksheet 2: Report of Transactions* and on *Certification 3: Certification of Integrally Involved CDFI Partners*. CDFI Fund staff may verify that the CDFI Partner is registered in myCDFIFund.

The following instructions describe the process for creating a myCDFIFund account, submitting a BEA Signature Page, creating a Distressed Community map and associating it with a BEA Signature Page. Please see the FY 2015 BEA Program Application located on the BEA Program page of the CDFI Fund's website for additional instructions on submitting a complete BEA Program Application.

STEP 1: ACCESSING MYCDFIFUND

- Go to the CDFI Fund's website at: <http://www.cdfifund.gov>.
- Click on the **Log onto myCDFI Fund** link on the left side of the screen.
- Log into myCDFIFund with your user name and password.
- If you have not registered as a user with myCDFIFund, then you must first complete the registration process. To register, click on **I do not already have a user account with myCDFIFund**. The user registration wizard will guide you through the process.
- If you are having problems accessing your user account, please contact the CDFI Fund's IT Help Desk at ithelpdesk@cdfi.treas.gov.
- Select your organization from the drop down list, then click **Access Organization**.
- If you do not see your organization listed in the drop down list, you must request access from the Account Administrator. Select **Request Access to an Organization** under **Options**. Requesting access to an organization will send a notification e-mail to the Account Administrator informing them of your intent to access the organizations account.
- If your organization is not registered with myCDFIFund, then after selecting **Request Access to an Organization**, the system will prompt you to register the organization. The organization registration wizard will guide you through the process.
- Enter the EIN of the organization that you are trying to access. If you are having problems accessing your organization's account, please contact the CDFI Fund's IT Help Desk at ithelpdesk@cdfi.treas.gov.

- You are now logged into myCDFIFund.

STEP 2: ACCESSING THE BEA SIGNATURE PAGE

- From the Organization home page, click on **Applications** under the navigation bar on the left side of the screen.
- Under **New Applications**, click on **FY 2015 BEA Application Signature Page**.
- The application will open to the Instructions page. This screen has overall instructions for the Signature Page. The navigation bar at the top right (“top navigation bar”) provides access to the Organization sections of myCDFIFund. The navigation bar on the left side of the screen (“left navigation bar”) is used for navigating within Signature Page data entry screens.
- Click **Organizational Profile** on the top navigation bar. Check that the organization profile information in myCDFIFund is correct – especially organization address, EIN, and DUNS. This information is used for the Signature Page. Please make sure that it is accurate, complete and current. You must contact the CDFI Fund’s IT Help Desk at ithelpdesk@cdfi.treas.gov to update the Organization Name, EIN or DUNS.
- When you have ensured that all of your organizational information is correct, click on **Application** (on the left navigation bar) then on **FY 2015 BEA Application Signature Page** (which will now appear under **Open Applications** on the center of the screen).

STEP 3: BEA DISTRESSED COMMUNITY MAPS (CDFI PARTNERS THAT RECEIVED CDFI SUPPORT ACTIVITIES FROM AN APPLICANT ONLY)

- From the Organization Homepage, click on **Mapping** on the left navigation bar. This will take you to the myCDFIFund Mapping homepage. Now click on the Access the Mapping System link to access CIMS3 – the CDFI Fund’s mapping system. From here, you will create and save your Distressed Community map(s) which indicates a “Qualified” status.
- For more information on how to designate a Distressed Community in CIMS3, please see the CIMS3 Help menu located at the top of the screen.
- In order to associate a Distressed Community map created in CIMS3 to your organization’s BEA Signature Page, perform the following steps:
 - After creating the Distressed Community map, click **Save As** to go to the page that will allow you to name the Distressed Community map.
 - Name the Distressed Community map **BEA DC 2015**.
 - Check the box that reads **Associate my map with an application**.
 - Select the associated application signature page as **FY 2015 BEA Application Signature Page**.
 - Select the Targeted Population as **None**.
 - If asked to enter a Revision Comment, please do so.
 - Click **Save**. The Distressed Community map has now been associated with the BEA Signature page. There will be a note in the Maps tab that says **Status: Submitted**.

- Next, save a copy of the Distressed Community map as a pdf using the same name **BEA DC 2015**. This copy will be uploaded as an attachment to the FY 2015 BEA Program Application Signature Page in myCDFIFund. Instructions for uploading the Distressed Community map as an attachment are provided in Step 4: Completing and Submitting the BEA Signature Page.

Note: If a CDFI Partner has an existing BEA qualified Distressed Community map that represents a Distressed Community (using the 2006-2010 American Community Survey eligibility data) in which it is currently Integrally Involved, the CDFI Partner does not have to create a new map. The CDFI Partner should use the **Save As** feature to save the existing map as **BEA DC 2015** and associate it with its BEA Signature Page using the procedures described above.

STEP 4: COMPLETING AND SUBMITTING THE BEA SIGNATURE PAGE

- Click on **Organization Information**, enter the information requested, then click **Update Signature Page Information** at the bottom of the screen to save your progress.
- Click on **CDFI Fund Information**, enter the information requested by selecting the appropriate radio buttons, then click **Update Signature Page Information** at the bottom of the screen to save your progress
- Next click on **Contact Information**, select the Authorized Representative and Contact using the dropdown boxes, then click **Update Signature Page Information** at the bottom of the screen to save your progress.
- Click on **BEA Registration**, enter the information requested by selecting the appropriate radio buttons, then click **Update Signature Page Information** at the bottom of the screen to save your progress.
- Next click on **Attachments** then click on **Upload Attachments** to access the File Uploading Interface system. This is where Qualified Activity documentation and Distressed Community maps are uploaded and submitted electronically. Applicants will attach Qualified Activity documentation and CDFI Partners that received CDFI Support Activities will attach a Distressed Community map(s). Applicants and CDFI Partners must not submit the Signature Page until the required documentation has been uploaded and attached. Additional instructions for uploading documents using the File Uploading Interface system can be found in Part II: MYCDFIFUND SUBMISSION of the 2015 BEA Program Application.
- Once you have ensured that all the previous screens are complete and that all required documentation has been uploaded and attached, check for completeness by clicking on **Submit and Print**, then on **Preview, Submit and Print Signature Page**.
- If all entries have been validated, the page will display **Submission Status – Complete**.
- If all entries have not successfully validated, the page will display **Submission Status: Not Complete**.
 - The system will display a list of sections found to have no data entered in required fields. You will need to return to the appropriate section on the left navigation bar to complete the missing fields.
 - Any missing item identified with “MyCDFI” must be updated in the **Organization Profile** section of myCDFIFund.

- When you have finished entering the missing data, return to the **Submit and Print** page to check the status until you see **Submission Status – Complete**.
- On the Submission Status – Complete screen, click **Preview Signature Page** immediately below the page title. The completed Signature Page document will display.
- Make any necessary edits, by clicking on **Return to Signature Page Input** at the top of the screen, and then the appropriate link on the left navigation bar. You can return to the **Submission Status – Complete** screen by clicking on the **Submit and Print** button on the left navigation bar.
- Once you are satisfied with the Signature Page, return to the **Submission Status: Complete** page by clicking **Return to Signature Page Input** at the top of the page.
- From the **Submission Status – Complete** page, click the **Submit Final Signature Page** button. The final Signature Page document will display.
- Print or save the final Signature Page document as confirmation of submission.
- Return to myCDFIFund via the link at the top of the page. The submitted Signature Page should now be listed under **Submitted Applications**.

FREQUENTLY ASKED QUESTIONS: GUIDANCE FOR APPLICANTS

If I have questions about the BEA Application, who do I call?

There are a number of resources available to you, depending on the nature of your question. Please refer to the “Contacting the CDFI Fund” section of the FY 2015 BEA Program Application for phone numbers, email addresses and websites.

For Grants.gov submission and/or technical issues, please contact Grants.gov directly at (800) 518-4726 or support@grants.gov.

How do I submit my application? When is the deadline?

Please refer to the Application Submission Requirements and Deadlines section of the FY 2015 BEA Program Application for detailed information. The Application is organized into two parts, which have different submission procedures and deadlines:

Part I. The following must be submitted via Grants.gov by **11:59 p.m. ET on June 15, 2015**:

- Application for Federal Assistance Standard Form (SF 424) – with electronic signature.
- Electronic attachments (MS Word Templates and MS Excel Charts).

Part II. The following must be completed and submitted via myCDFIFund by **5:00 p.m. ET on June 17, 2015**:

- myCDFIFund account registration (all Applicants and CDFI Partners).
- Signature Page (all Applicants and CDFI Partners).
- Distressed Community Map(s) (CDFI Partner's that received CDFI Support Activities).
- Qualified Activities documentation, as applicable.

Please note that Applications sent by mail, facsimile or email will not be accepted, unless the Applicant had previously requested a paper version of the Application materials from the CDFI Fund as described in Section IV. A. of the FY 2015 BEA NOFA.

Do I need to submit a map with my application?

Only CDFI Partners that received CDFI Support Activities (e.g., loans, deposits/shares, or technical assistance) are required to: (1) create a Distressed Community Map(s) in the CDFI Fund's Information and Mapping System (CIMS3); and (2) associate the Distressed Community Map(s) with their BEA Signature Page. The CDFI Fund will manually search for the CDFI Partner's myCDFIFund account using the name of the CDFI Partner from the Applicant's Worksheet 2: Report of Transactions to confirm receipt of the Distressed Community Map(s). Therefore, it is very important that the CDFI Partner's name is listed correctly in Worksheet 2: Report of Transactions and in Certification 3: Certification of Integrally Involved CDFI Partners. The Applicant and CDFI Partner will not be notified if the Distressed Community Map(s) was not submitted.

Detailed instructions for submitting a Distressed Community Map(s) have been provided in PART II: MYCDFIFUND SUBMISSION of the FY 2015 BEA Program Application and in the INSTRUCTIONS FOR MYCDFIFUND REGISTRATION AND CDFI PARTNERS section of this document.

How do I know if an organization is a CDFI Partner?

See the definition of CDFI Partner in the FY 2015 NOFA and in Appendix 1. Glossary of terms located at the end of this document.

What are the documentation requirements for BEA Qualified Activities?

See PART II: QUALIFIED ACTIVITY DOCUMENTATION in the FY 2015 BEA Program Application for detailed Qualified Activity documentation requirements. The instructions are comprehensive and provide the specific requirement for each Qualified Activity in the CDFI Related Activities, Distressed Community Financing Activities and Service Activities categories.

Can Bank Holding Companies apply for BEA?

No. Depository Institution Holding Companies are not able to apply for a BEA Program award on behalf of their subsidiary banking institutions.

CIMS3 has the option to select 2000 or 2010 BEA Eligible Tracts to determine if a transaction or activity occurred in a BEA Qualified Distressed Community. Which option should I use?

In July 2013, the CDFI Fund released the BEA Program Eligibility Data Transition FAQ (http://cdfifund.gov/what_we_do/acs/BEA-Eligibility.asp) advising future Applicants that a full transition to the updated¹ 2006-2010 American Community Survey eligibility data would take place in the FY 2015 BEA funding round. Additional information on which data set to use can be found on page 3 of the FY 2015 BEA Program Application under the heading FY 2015 Updates.

Are leverage loans used in New Markets Tax Credit transactions considered a BEA Qualified Activity?

Yes. Leverage loans used in New Markets Tax Credit transactions can be considered a Distressed Community Financing Activity if the borrower is located in a BEA Qualified Distressed Community and the transaction meets BEA Interim Rule and FY BEA 2015 NOFA requirements.

What does the BEA Program consider a "small business" for Small Business Loans and Project Investments?

Section II of the FY 2015 BEA Application (Part II; MyCDFIFund Submission → Qualified Activity Documentation – Distressed Community Financing Activities”) summarizes the criteria used to determine a small business loan. It must be a loan:

¹ Based on the U.S. Census Bureau's 2006-2010 American Community Survey and 2010 Bureau of Labor Statistics' Current Population Survey unemployment rates.

1. Used for commercial or industrial purposes (other than an Affordable Housing Loan, Affordable Housing Development Loan, Commercial Real Estate Loan, or Home Improvement Loan)
2. To a business or farm that either:
 - a. Meets the size eligibility standards of the Small Business Administration's Development Company or Small Business Investment Company programs (13 CFR 121.301); or
 - b. Has gross annual revenues of \$1 million or less, and is located in a BEA Distressed Community.

FREQUENTLY ASKED QUESTIONS: MYCDFIFUND REGISTRATION AND CDFI PARTNERS

How do I know if I need to register as a CDFI Partner?

If an FDIC-insured depository institution provided an Equity Investment, Equity-Like Loan, Grant, Loan, Deposits/Shares or Technical Assistance to your CDFI during the applicable Assessment Period and is seeking a BEA Program award for the activity, your CDFI must: (1) submit a FY 2015 BEA Program Application Signature Page through your myCDFIFund account; and (2) in the case of CDFI Support Activities (e.g., loans, deposits/shares, or technical assistance) a Distressed Community map(s).

How do I know if I need to create a map?

If an FDIC-insured depository institution provided CDFI Support Activities (loan, deposit/share, or Technical Assistance) to your CDFI during the applicable Assessment Period then a Distressed Community map is required. A CDFI that is the recipient of an Equity Investment, Equity-Like Loan or Grant does not need to submit a Distressed Community map(s).

Do I need to create a new map, or can I use an existing BEA Distressed Community Map?

If you have previously saved a BEA Distressed Community Map(s) in CIMS3, and it represents a Distressed Community (using the 2006-2010 American Community Survey eligibility data) in which you are currently Integrally Involved, you may use it for this application. Maps should be saved as BEA DC 2015. For additional instructions see Step 3 BEA Distressed Community Maps (CDFI Partners Only) of this document.

Can I associate more than one Distressed Community Map with my BEA Signature Page?

Yes. You may associate as many Distressed Community maps as are needed to represent the qualified Distressed Communities in which your CDFI is Integrally Involved.

Can I use a target market map created for CDFI Certification or for a CDFI Program Financial or Technical Assistance application?

No. The CDFI and BEA Programs have different eligibility criteria. The Distressed Community map(s) must be specific to the BEA Program.

Why do I not see the FY 2015 BEA Program Application Signature Page in the 'Applications' section of myCDFIFund?

You must be a registered user of your organization's myCDFIFund account to access the Signature Page. Detailed instructions for obtaining access to your organization's myCDFIFund account and the FY 2015 BEA Program Application Signature Page can be found in the INSTRUCTIONS FOR MYCDFIFUND REGISTRATION AND CDFI PARTNERS section of this document.

Do I need to physically sign the Signature Page?

Applicants and CDFI Partners do not need to physically sign the Signature Page. The Signature page is signed electronically upon submission.

APPENDIX 1: BEA GLOSSARY OF TERMS

TERM	DEFINITION
Act	The Community Development Banking and Financial Institutions Act of 1994, as amended (12 U.S.C. 4701 et seq.).
Affiliate	Any company that controls, is controlled by, or is under common control with another company or any entity otherwise identified as an Affiliate by the Applicant in its BEA Application.
Affordable Housing Development Loan and Project Investment	<p>The origination of a loan to finance the acquisition, construction, and/or development of single- or multi-family residential real property, where at least 60 percent of the units in such property are affordable, as may be defined in the applicable NOFA, to Eligible Residents who meet Low- and Moderate-Income requirements.</p> <p>NOTE: A loan for, or project investment in, single-family housing or multifamily housing development projects should be reported as Affordable Housing Development Loans and Project Investments, rather than as Commercial Real Estate transactions.</p>
Affordable Housing Loan	The origination of a loan to finance the purchase or improvement of the borrower's primary residence, and that is secured by such property, where such borrower is an Eligible Resident who meets Low- and Moderate-Income requirements. Affordable Housing Loan may also refer to second (or otherwise subordinated) liens or "soft second" mortgages and other similar types of down payment assistance loans, but may not necessarily be secured by such property originated for the purpose of facilitating the purchase or improvement of the borrower's primary residence, where such borrower is an Eligible Resident who meets Low- and Moderate-Income requirements.
Applicant	Any insured depository institution (as defined in section 3(c)(2) of the Federal Deposit Insurance Act (12 U.S.C. §1813)) that is applying for a Bank Enterprise Award.
Appropriate Federal Banking Agency	Has the same meaning as in section 3 of the Federal Deposit Insurance Act (12 U.S.C. §1813).
Assessment Period	An annual or semi-annual period specified in the applicable Notice of Funds Availability in which an Applicant will carry out, or has carried out, Qualified Activities.
Authorized Representative	An officer, or other individual, who has the actual authority to sign for and make representations on behalf of the Applicant.
Award Agreement	A formal agreement between the CDFI Fund and a Recipient pursuant to § 1806.500 of the BEA Interim Rule.

TERM	DEFINITION
Award Recipient	An Applicant that receives a BEA Program Award pursuant to the Interim Rule and the applicable NOFA.
Bank Enterprise Award (or BEA Program Award)	An award made to an Applicant through the BEA Program.
Baseline Period	An annual or semi-annual period specified in the applicable NOFA in which an Applicant has previously carried out Qualified Activities.
CDFI Fund	The Community Development Financial Institutions Fund established pursuant to Section 104(a)(12 U.S.C. 4703(a)) of the Act.
CDFI Partner	A Community Development Financial Institution that has been provided assistance in the form of CDFI Related Activities by an unaffiliated Applicant.
CDFI Related Activities	Equity Investments, Equity-Like Loans and CDFI Support Activities.
CDFI Support Activities	Assistance provided by an Applicant or its Subsidiary to a CDFI that meets criteria set forth by the CDFI Fund in the applicable NOFA and that is Integrally Involved in a Distressed Community, in the form of the origination of a loan, Technical Assistance, or deposits if such deposits are: (1) Uninsured and committed for a term of at least three years; or (2) Insured, committed for a term of at least three years, and provided at an interest rate that is materially (in the determination of the CDFI Fund) below market rates.
Certificate of Deposit	Placed by an Applicant or its Subsidiary in an FDIC-insured CDFI whereby such deposit is: (1) uninsured and committed for a term of at least three years; or (2) insured, committed for a term of at least three years, and provided at an interest rate that is Materially Below Market Rates, as determined in the relevant NOFA. Deposits at FDIC-insured institutions are insured up to at least \$250,000 per depositor until December 31, 2014. Determination of insured or uninsured is determined at the time of issuance and will be counted for the entire three years.
Commercial Real Estate Loans and related Project Investments	An origination of a loan (other than an Affordable Housing Development Loan or Affordable Housing Loan) that is secured by real estate and used to finance the acquisition or rehabilitation of a building in a Distressed Community, or the acquisition, construction and or development of property in a Distressed Community, used for commercial purposes.
Community Development Financial Institution (CDFI)	An entity that has been certified as a CDFI under § 1805.201 of Community Development Financial Institutions Program regulations by the date specified in the applicable NOFA.

TERM	DEFINITION
Community Facilities Loan	A new origination of a loan used to finance the acquisition, development or renovation of facilities where health care, child care, educational, social services, or religious services are provided. Reported under Commercial Real Estate Loans.
Community Services	The following forms of assistance provided by officers, employees, or agents (contractual or otherwise) of the Applicant: (1) provision of Technical Assistance and financial education to Eligible Residents on managing their personal finances; (2) provision of Technical Assistance and consulting services to newly formed small businesses located in the Distressed Community; (3) provision of Technical Assistance and financial education to, or servicing the loans of, homeowners who meet Low- or Moderate-Income requirements and that are Eligible Residents homeowners (4) other services provided to Eligible Residents who meet Low- and Moderate-Income requirements or enterprises that are Integrally Involved in a Distressed Community, as deemed appropriate by the CDFI Fund.
Deposit Liabilities	Time or savings deposits or demand deposits. Any such deposit must be accepted from Eligible Residents at the offices of the Applicant or of the Subsidiary of the Applicant and located in the Distressed Community. Deposit Liabilities may only include deposits held by individuals in transaction accounts (e.g., demand deposits, negotiable order of withdrawal accounts, automated transfer service accounts, and telephone or preauthorized transfer accounts) or non-transaction accounts (e.g., money market deposit accounts, other savings deposits, and all time deposits), as defined by the Appropriate Federal Banking Agency.
Depository Institution Holding Company	A bank holding company or a savings and loan holding company as defined in section 3 of the Federal Deposit Insurance Act (12 U.S.C. 1813 (w)(1)).
Development Service Activities	Activities that promote community development and are integral to the Applicant's provision of financial products and Financial Services. Such services shall prepare or assist current or potential borrowers or investees to utilize the financial products or Financial Services of the Applicant. Development Service Activities include financial or credit counseling to individuals for the purpose of facilitating home ownership, promoting self-employment, or enhancing consumer financial management skills; or technical assistance to borrowers or investees for the purpose of enhancing business planning, marketing, management, and financial management skills.

TERM	DEFINITION
Distressed Community	<p>A geographic community that meets the minimum area eligibility requirements specified in § 1806.401, and such additional criteria as may be set forth in the applicable NOFA.</p> <p>NOTE: A Distressed Community must meet the following minimum area eligibility requirements:</p> <p>Geographic requirements. A Distressed Community must be a geographic area: (i) that is located within the boundaries of a Unit of General Local Government; (ii) the boundaries of which are contiguous; and (iii) the area must (A) have a population of not less than 4,000 if any portion of the area is located within a Metropolitan Area with a population of 50,000 or greater; or (B) have a population of not less than 1,000 if no portion of the area is located within a Metropolitan Area with a population of 50,000 or greater; or (C) be located entirely within an Indian Reservation.</p> <p>Distress requirements. A Distressed Community must be a geographic area where: (i) at least 30 percent of the Eligible Residents have incomes that are less than the national poverty level, as published by the U.S. Bureau of the Census in the most recent decennial census; and (ii) the unemployment rate is at least 1.5 times greater than the national average, as determined by the U.S. Bureau of Labor Statistics' most recent data (including estimates of unemployment developed using the U.S. Bureau of Labor Statistics' Census Share calculation method).</p>
Distressed Community Financing Activities	Affordable Housing Loans, Affordable Housing Development Loans and related Project Investments; Education Loans; Commercial Real Estate Loans and related Project Investments; Home Improvement Loans; Small Business Loans and related Project Investments; and Small Dollar Consumer Loans.
Education Loan	An advance of funds to a student, who is an Eligible Resident, for the purpose of financing a college or vocational education.
Electronic Transfer Account (ETA)	<p>An account meeting the requirements, and with respect to which the Applicant has satisfied the requirements, set forth in the Federal Register on July 16, 1999 at 64 FR 38510, as such requirements may be amended from time to time.</p> <p>NOTE: All Insured Depository Institutions that offer ETAs must do so pursuant to the requirements set forth in an agreement with the U.S. Department of the Treasury.</p>
Eligible Resident	An individual that resides in a Distressed Community.

TERM	DEFINITION
Equity Investment	Financial assistance provided by an Applicant or its Subsidiary to a CDFI, which meets such criteria set forth in the applicable NOFA. The financial assistance must be in the form of a grant, a stock purchase, a purchase of a partnership interest, a purchase of a limited liability company membership interest, or any other investment deemed to be an Equity Investment by the CDFI Fund.
Equity-Like Loans	Loans provided by an Applicant or its Subsidiary to a CDFI, and made on such terms that it has characteristics of an Equity Investment that meets such criteria as set forth in the applicable NOFA.
Financial Services	Check-cashing, providing money orders and certified checks, automated teller machines, safe deposit boxes, new branches including school-based branches, and other comparable services as may be specified by the CDFI Fund in the applicable NOFA, that are provided by the Applicant to Eligible Residents who meet Low- and Moderate-Income requirements or enterprises that are Integrally Involved in the Distressed Community.
Geographic Units	Counties (or equivalent areas), incorporated places, minor civil divisions that are units of local government, census tracts, block numbering areas, block groups, and Indian Areas or Native American Areas (as each is defined by the U.S. Bureau of the Census), or other areas deemed appropriate by the CDFI Fund.
Home Improvement Loan	An advance of funds, either unsecured or secured by a one-to-four family residential property, the proceeds of which are used to improve the borrower's primary residence, where such borrower is an Eligible Resident who is Low- and Moderate-Income.
Indian Reservation	A geographic area that meets the requirements of section 4(10) of the Indian Child Welfare Act of 1978 (25 U.S.C. 1903(10)), and shall include land held by incorporated Native groups, regional corporations, and village corporations, as defined in and pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.), public domain Indian allotments, and former Indian Reservations in the State of Oklahoma.
Individual Development Accounts (IDA)	A special savings account that matches the deposits of Low- and Moderate-Income individuals and that enables Low- and Moderate-Income individuals to save money for a particular financial goal including, but not limited to, and as determined by the CDFI Fund: buying a home, paying for post-secondary education, or starting or expanding a small business.

TERM	DEFINITION
Insured Depository Institution	Any bank or thrift, the deposits of which are insured by the Federal Deposit Insurance Corporation. NOTE: An Applicant must be insured by the date specified in the applicable NOFA to be considered eligible to apply.
Integrally Involved	For a CDFI Partner, having provided or transacted the percentage of financial transactions or dollars (i.e., loans or Equity Investments), or Development Service activities, in the Distressed Community identified by the Applicant or the CDFI Partner, as applicable, or having attained the percentage of market share for a particular product in a Distressed Community, set forth in the applicable NOFA.
Low-and Moderate-Income	Income that does not exceed 80 percent of the median income of the area involved, as determined by the Secretary of Housing and Urban Development, with adjustments for smaller and larger families pursuant to section 102(a)(20) of the Housing and Community Development Act of 1974 (42 U.S.C. § 5302(a)(20)).
Materially Below Market Rates	An annual rate that does not exceed the rate on a U.S. Treasury bill of comparable maturity (using the discount rate) as of the date the deposit is placed. The rate can be found at the Federal Reserve website: www.treas.gov/offices/domestic-finance/debt-management/interest-rate/yield.shtml . The rate on the website is updated daily at approximately 5:30 p.m. Eastern Time. Deposits closed prior to that time may use the rate posted for the previous day.
Metropolitan Area	An area designated as such (as of the date of the application) by the Office of Management and Budget pursuant to 44 U.S.C. 3504(e)(3), 31 U.S.C. 1104(d), and Executive Order 10253 (3 CFR, 1949-1953 Comp., p. 758), as amended.
Minority Depository Institution	As defined by the Federal Deposit Insurance Corporation, any entity in which 51 percent or more of the voting stock is owned by socially and economically disadvantaged individuals as defined as Black, Asian, Hispanic, Native American, Native Alaskan , and Native Hawaiian. Depository institutions shall also be considered minority depository institutions if a majority of the Board of Directors is minority and the community that the institution serves is predominantly minority.
Multi-Family Loan	A new origination of a loan secured by a five-or more family residential property and financing related to the construction or rehabilitation of such property.

TERM	DEFINITION
Notice of Funding Availability (NOFA)	The public notice of funding opportunity that announces the availability of BEA Program Award funds for a particular funding round and that advises prospective Applicants with respect to obtaining application materials, establishes application submission deadlines, and establishes other requirements or restrictions applicable for the particular funding round.
Performance Period	The period beginning with the Effective Date through the first full consecutive calendar year after the Effective Date (or such other period may be established by the CDFI Fund), during which a Award Recipient must meet its Performance Goal, or such other period as may be established by the CDFI Fund. The Performance Period is specified in the BEA Program Award Agreement.
Persistent Poverty County	Any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses, and the 2010 American Community Survey census.
Priority Factor	A numeric value assigned to each type of activity within each category of Qualified Activity, as established by the CDFI Fund in the applicable NOFA. A priority factor represents the CDFI Fund's assessment of the degree of difficulty, the extent of innovation, and the extent of benefits accruing to the Distressed Community for each type of activity.
Project Investment	Providing financial assistance in the form of a purchase of stock, limited partnership interest, other ownership instrument, or a grant to an entity that is Integrally Involved in a Distressed Community and formed for the sole purpose of engaging in a project or activity, approved by the CDFI Fund, including Affordable Housing Development Loans, Affordable Housing Loans, Commercial Real Estate Loans, and Small Business Loans.
Qualified Activities	CDFI Related Activities, Distressed Community Financing Activities, and Service Activities.
Reporting Period	The period during which an Applicant may disburse on its Qualified Activities. An Applicant may only measure the amount of a Qualified Activity that it reasonably expects to disburse to an investee, borrower, or other recipient within one year of the end of the applicable Assessment Period, or such other period as may be set forth by the CDFI Fund in the applicable NOFA.
Service Activities	Deposit Liabilities; Financial Services; Community Services; Targeted Financial Services; and Targeted Retail Savings/Investment Products.

TERM	DEFINITION
Single-Family Loan	A new origination of a loan secured by a one- to four-family residential property, including townhouses for purchase and financing related to the construction or rehabilitation of single-family residences.
Small Business Loan	An origination of a loan used for commercial or industrial activities (other than an Affordable Housing Loan, Affordable Housing Development Loan, Commercial Real Estate Loan, Home Improvement Loan) to a business or farm that meets the size eligibility standards of the Small Business Administration's Development Company or Small Business Investment Company programs (13 CFR 121.301) and is located in a Distressed Community.
Small Dollar Consumer Loan	Affordable consumer lending products that serve as available alternatives in the marketplace for individuals who are Eligible Residents and meet criteria further specified in the applicable NOFA. NOTE: For the FY 2015 round, Small Dollar Consumer Loans have a total principal value between \$500 and \$5,000 and have a term of ninety (90) days or more.
Subsidiary	Has the same meaning as in section 3 of the Federal Deposit Insurance Act, except that a CDFI shall not be considered a subsidiary of any insured depository institution or any depository institution holding company that controls less than 25 percent of any class of the voting shares of such corporation and does not otherwise control, in any manner, the election of a majority of directors of the corporation.
Targeted Financial Services	Electronic Transfer Accounts, Individual Development Accounts, and such other similar banking products as may be specified by the CDFI Fund in the applicable NOFA. NOTE: For the FY 2015 round, the NOFA also states that Youth Savings Accounts are accepted as a Targeted Financial Service.
Targeted Retail Savings/Investment Products	Certificates of deposit, mutual funds, life insurance, and other similar savings or investment vehicles targeted to Eligible Residents who meet Low- and Moderate-Income requirements, as may be specified by the CDFI Fund in the applicable NOFA.
Technical Assistance	The provision of consulting services, resources, training, and other nonmonetary support relating to an organization, individual, or operation of a trade or business, as may be specified by the CDFI Fund in the applicable NOFA.

TERM	DEFINITION
Unit of General Local Government	Any city, county town, township, parish, village or other general-purpose political subdivision of a State or Commonwealth of the United States, or general-purpose subdivision thereof, and the District of Columbia.
Youth Savings Account	Youth savings accounts are deposit accounts held in an Insured Depository Institution opened by or for one or more minor children of an Eligible Resident, and which may be linked to a financial education program.